FAASafety.gov Print Budget Help Manual for Version 5.0 Federal Aviation Administration October 1, 2006

Gold Systems Inc.

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FAASafety.gov Help Manual for Version 5.0

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1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp .
	You must have Javscript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.
	The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. The FAASafety.gov web application cookies do not store any personal information.
	You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASTeam Program Managers (FPMs), Regional FAASTeam Program Managers (RFPMs), National FAASTeam Managers (NFMs), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFMs each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles National FAASTeam Outreach Manager (NFOM) 1020 North Flyer Way Salt Lake City, UT 84116-2984 james.e.pyles@faa.gov 801-257-5071

Section 2 - Accessing the Administrative Sections

2.1 - Logging onto the system

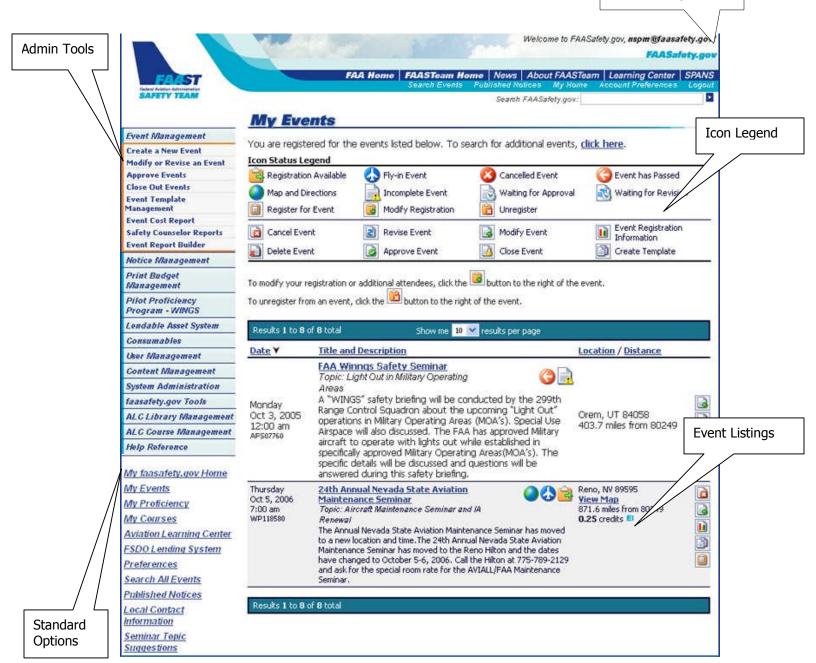
Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.



Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Administrator Status and Logout



Section 3 - Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:



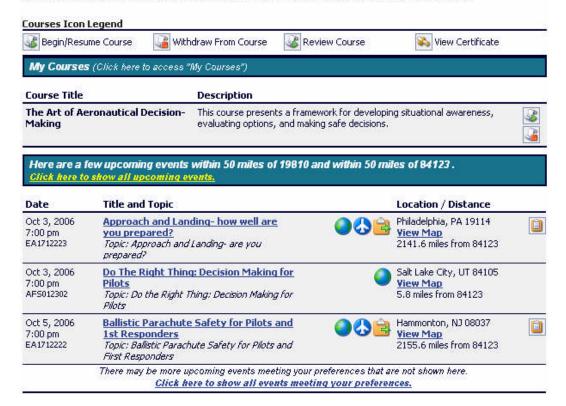
The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 - My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

My FAASafety.gov Home

Welcome to FAASafety.gov! Below you'll see a list of events and courses which you are registered for or that meet your preference criteria. To change your preferences, <u>click here</u>. You may also do an <u>Event Search</u> to find more events on your favorite topics. If you have a need for information on a particular subject please use the Site Suggestions function to let us know how we can help you with your safety needs.



3.2 - Print Budget Management

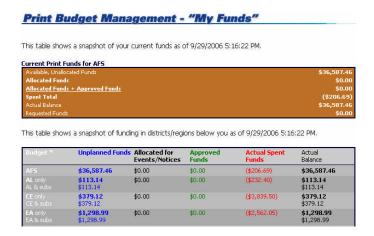
This will allow the National Safety Program Manager to specify the national mailing budget, and allow RFPM's and FPM's the ability to manage their budget. The budget will be automatically maintained by the system and track, costs and remaining funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will need to distribute funds to their individual districts. This will be accomplished through the use of the Print Budget Management. Depending on your permissions you will be able to access the various links below.



3.2.1 - My Funds

The **My Funds** screen will allow administrator to see a "snapshot" of their current funds as of the current date.



3.2.2 - Add Funds

This function allows the NFM to add funds, after this the RFPM will need to distribute funds to their individual districts.

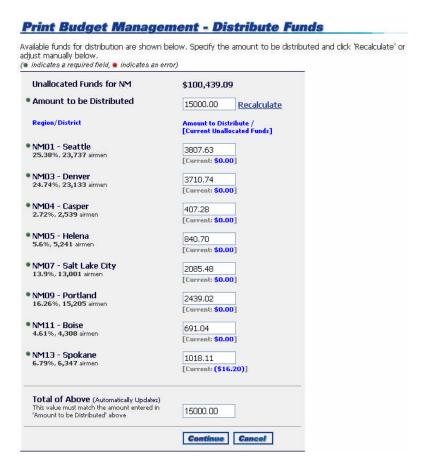


3.2.3 - Distribute Funds

The **Distribute Funds** screen will allow administrators the ability to allocate funds for their various regions or districts. *note the numbers illustrated below are not actual and are only for demonstration purposes. This screen will also show the administrator the percentage of airmen as well as the number in each district. This screen will also show current funds already allocated to each district.

Print Budget Management - Distribute Funds Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below. (indicates a required field, indicates an error) Unallocated Funds for NM \$100,439.09 Amount to be Distributed 0.00 Recalculate Region/District Amount to Distribute / [Current Unallocated Funds] NM01 - Seattle 25.38%, 23,737 airmen [Current: \$0.00] NM03 - Denver 24.74%, 23,133 airmen 0.00 [Current: \$0.00] NM04 - Casper 2.72%, 2,539 airmen 0.00 [Current: \$0.00] NM05 - Helena 0.00 [Current: \$0.00] NM07 - Salt Lake City 13.9%, 13,001 airmen 0.00 [Current: \$0.00] NM09 - Portland 16.26%, 15,205 airmen 0.00 [Current: \$0.00] NM11 - Boise 4.61%, 4,308 airmen 0.00 [Current: \$0.00] NM13 - Spokane 0.00 [Current: (\$16.20)] Total of Above (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above 0.00 Continue Cancel

The administrator will enter an amount in the Amount to be Distributed field. The administrator can then click on the Recalculate button which will evenly distribute the amount to be distributed based on the number of airmen in each region. The administrator can also simply enter amounts in the fields next to the region or district and distribute those funds. The Total amount cannot exceed the Amount to be Distributed. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.



3.2.4 - Move Funds

The **Move Funds** screen will allow the administrator the ability to transfer funds from one district (region). Only funds that are Unallocated can be transferred. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

Print Budget Management - Move Funds

Select the source and destination to move funds, then enter the amount and reason below.

(** indicates a required field, ** indicates an error)



Administrators will have two reports available, General Ledger and Funding Status.

3.2.5 - Transaction History Report

The Transaction History Report will provide the administrator with transactions based on the dates selected by the administrator. The Report will default to the last seven days from the current date. The administrator will also be able to select specific regions or districts as well as the ability to download the report as a CSV file.

Print Budget Management - Reports

The **Transaction History** shows all **actual** transactions for a particular budget. This transaction history report does **NOT** show allocated or allocated and approved funds. It only shows monies that have been actually debited or credited from a budget. To see a list of events or notices which may have funds allocated, approved, or spent, use the **Funding Status Report**.

To generate a transaction history report, select your parameters below.



3.2.6 - Funding Status Report

The Funding Status Report provides the administrators the ability to view the print cost report. This will show all costs associated to printing based on region or district, by individual event or notice. The administrator must select a funding type (all, allocated, Allocated and Approved, Approved and Spent, or Spent Only). The administrator must then select a region or district. Then click on Generate and the system will generate the report based on the parameters specified.

